

Professional and Managerial Branch
Miscellaneous Professional Group
Arbiter Series

MUNICIPAL COURT HEARING OFFICER

03/94

Summary

Under general direction, conduct hearings to decide contested parking or stopping violations and vehicle impoundment cases; rule on appeals regarding revocation or reinstatement of burglar alarm permits and service fee assessments.

Typical Duties

Hear contested parking or stopping violation cases. Involves: researching laws, city ordinances, regulations, policies and precedent decisions; issuing subpoenas; administering oaths; requesting pleas by persons charged; directing presentation of testimony and evidence; examining contents of citation and vehicle ownership documents; applying analysis and logic to evidence and arguments presented giving weight to credibility of testimony and evidence; relating facts to ordinance provisions to determine if the preponderance of evidence supports charges.

Conduct hearings to affirm or reverse revocation or reinstatement of burglar alarm permits and assessments of false alarm service fees. Involves: reviewing requests or written notices of revocation to determine whether properly filed; obtaining and reviewing licensing and Police documentation of cases; directing appealing parties and Police Chief or designee to present evidence and arguments supporting their positions; applying analysis and logic to evidence and arguments presented giving weight to credibility of testimony and evidence; relating facts to ordinance provisions to decide disposition of cases based on substantial evidence presented; revoking permits when no hearing is requested within specified time limit after notice of revocation.

Perform administrative matters related to hearings. Involves: overseeing the setting of hearing dates and issuance of notices of hearing to parties; keeping written records during hearing; issuing orders stating determination of hearing and amounts of fines, costs or fees assessed, if applicable; explaining decision rationale to parties; filing order with Municipal Court Clerk; communicating with city staff and enforcement personnel to ensure adherence to orders issued.

Supervise assigned clerical personnel. Involves: assigning, reviewing and evaluating work of subordinate personnel; enforcing personnel rules and regulations, standards of conduct and work attendance; enforcing safe working practices and procedures.

Perform related administrative duties as required.

Minimum Qualifications

Training and Experience: Graduation from college with a Bachelor's Degree in Business, Public Administration or a related field and two years professional level experience investigating and determining resolution of disputes or complaints; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: administrative practices, theories and methods. Good knowledge of: principles of administrative adjudication; court practices and procedures and legal terminology. Some knowledge of: City and State laws and statutes relating to parking and stopping violations; City ordinances, department rules and regulations relating to immobilization/impoundment of vehicles and operation of burglar alarm systems; office practices and procedures, including supervision.

Ability to: read, analyze and interpret city ordinances, regulations and policies; deal with abstract and concrete requirements of ordinances and regulations; make decisions by applying principles of logic and analysis to practical problems; communicate effectively, both orally and in writing to firmly, tactfully and impartially enforce and explain decisions to parties having conflicting viewpoints; respond to inquiries or complaints from general public; establish and maintain effective working relationships with fellow employees, officials and the public; maintain records and prepare reports.

Special Requirement: Fluent speaking and writing in Spanish.

Director of Personnel

Department Head